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**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

January 4, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-28

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Policy Change for the Following Statewide Vendor Product:  
Guaranty Assurance (30023) Dental Policies

Guaranty Assurance will be implementing a change to their dental policy effective July 1, 2012. This policy change will change the fee schedule but the premium will **not change**. By March 12, 2012, the vendor will mail letters to all agencies affected by this policy change, along with a list of the employees. At the same time, letters will be mailed to the employees affected notifying them of this change.

Agencies should have all deduction changes entered for the July 13, 2012 payday (**entry close deadline of July 6, 2012**). Employees who do not respond accepting the policy change by the April 30th deadline will have their policies cancelled upon notice from the vendor, effective July 1, 2012.

The vendor will prepare and send a list of employees who did not agree to the policy change (did not respond) to the payroll offices by May 28, 2012. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this policy has been cancelled effective July 1, 2012. **The employee signature is not required on these SED-4's. Cancellations must be entered by the agency in eEnrollment June 25, 2012 thru July 6, 2012** to avoid one time refunds. For those employees in the Flexible Benefits Plan, the agencies will need to select the qualified event, "**SIGNIFICANT INCREASE IN COST OF COVERAGE**", when cancelling the deduction in eEnrollment.

If you have any questions about the policy change, please contact Lisa Douglas, Administrative Coordinator, for Guaranty Assurance at (866) 436-3093.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-28

January 4, 2012

Page 2

Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH:JAB/pbh

c: Ray Harrison, Office of Group Benefits  
Lisa Douglas, Guaranty Assurance